

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

**1. POST****KAMPALA****2. AGENCY****CDC****3a. POSITION NO.****101373**

**3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.** ☐ Yes ☐ No

**4. REASON FOR SUBMISSION**

☐ a. Reclassification of duties: This position replaces

Position No. \_\_\_\_\_

(Title)

(Series)

(Grade)

☐ b. New Position

☐ c. Other (explain)

**5. CLASSIFICATION ACTION**

Position Title and Series Code

Grade

Initials

Date  
(mm-dd-yy)

a. Post Classification Authority

**PUBLIC HEALTH ADMINISTRATIVE  
MANAGEMENT SPECIALIST****11T**

b. Other

c. Proposed by Initiating Office

**6. POST TITLE POSITION (if different from official title)**  
**PUBLIC HEALTH ADMINISTRATIVE MANAGEMENT SPECIALIST**

**7. NAME OF EMPLOYEE**  
**VACANT**

**8. OFFICE/SECTION**  
**US EMBASSY KAMPALA**

a. First Subdivision  
**CENTERS FOR DISEASE CONTROL**

b. Second Subdivision  
**ADMIN/OPERATIONS DEPARTMENT**

c. Third Subdivision

**9. This is a complete and accurate description of the duties and responsibilities of my position.**

**10. This is a complete and accurate description of the duties and responsibilities of this position.**

**VACANT**

Typed Name and Signature of Employee

Date(mm-dd-yy)

Typed Name and Signature of Local Supervisor

Date(mm-dd-yy)

**11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.**

**12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.**

**DEBORAH CONNER**

Typed Name and Signature of American Supervisor

Date(mm-dd-yy)

**JOHN KLIMOWSKI**

Typed Name and Signature of Human Resources Officer

Date(mm-dd-yy)

**13. BASIC FUNCTION OF POSITION**

Under the general direction of the CDC Uganda Deputy Director, the Job Holder (JH) serves as the Public Health Administrative Management Specialist and oversees the day-to-day management, administrative, financial and programmatic functions of the Operations Unit in support of a broad range of PEPFAR and CDC-

funded HIV/AIDS program activities that are implemented by specific program offices, branches or programmatic teams. JH provides direct supervision and management oversight of a team of administrative specialist staff working in the areas of human resources, facilities maintenance, motor pool and other logistics, finance and procurement.

#### **14. MAJOR DUTIES AND RESPONSIBILITIES**

**70 % OF TIME**

JH is responsible for managing and coordinating the administrative operations for CDC Uganda public health programs, primarily related to HIV/AIDS but including other broad public health areas such as avian influenza and malaria, as well as disease outbreak investigations and Epi-aid funded by various CDC Centers and Divisions. The work includes development and implementation of administrative policies and procedures; coordination of personnel matters; supervision of administrative office staff; facilities, property and inventory management; travel; procurement and contract management; logistics for meetings and conferences and filing and document management. JH is directly responsible for administrative strategic planning including monitoring, analysis and recommendations to CDC senior leadership regarding the adequacy of the CDC administrative infrastructure; establishment of the administrative budget base for CDC approval and delivery of required administrative services within budget and maximizing efficiency, economy, productivity and staff morale. JH meets regularly with the CDC Chief Accountant and CDC Unit chiefs in planning, developing, reviewing and executing administrative budgets for programmatic areas.

JH ensures that the administrative staffing complement of employees and contractors is adequate to meet CDC HIV/AIDS and broader public health requirements and that staff is qualified, fully trained and compensated. JH establishes standards of service for out-sourced administrative services; continuously review ICASS standards to ensure adherence and make recommendations for improvement; and meets regularly with contractors and service providers to ensure that standards of service are met and all projects and programs are fully supported as intended. Incumbent directs the facilities maintenance team to ensure that preventive maintenance plans are in place, buildings and grounds are appropriately maintained and motor pool and logistics meet CDC needs. JH reviews all procurement and travel invoices and vouchers to ensure purchases and contracts meet Federal Acquisition Regulations and travel is in accordance with PEPFAR strategic objectives and Federal travel regulations before submitting to Deputy Director for approval. JH is responsible for administrative approval for operations petty cash purchases use of CDC credit card.

JH directly supervises all Operational Unit staff by directing work allocation, staff training and performance management. JH works with CDC supervisors to determine hiring/retention/dismissal requirements and the prioritization of training needs; and provides direct in-put, advice and recommendations to CDC and HRO on these requirements. Position takes the lead in establishing direction, staff motivation, recognition and support of the efforts of individual employees. JH interprets and applies HR policies, rules and regulations and makes recommendations for resolving difficult or sensitive personnel matters. JH would provide guidance and recommendation on organizational structuring caused by changes in position descriptions. JH oversees the control and inventory of office, laboratory and informatics equipment, established and maintains an electronic inventory system to track CDC and grantee equipment, and coordinates periodic and annual inventory reports as required by CDC headquarters.

#### **II. Contracts Management**

**20% of time**

Job holder serves as the cooperative agreement technical officer and main point of contact for HIV/AIDS related grants, contracts and cooperative agreements. This responsibility requires the development of a close working relationship with contractors and service providers to ensure that contractors meet all objectives and outputs. This includes:

- a) Development, coordination and technical oversight of the Funding Opportunity Announcements (FOA) and liaison with CDC Program and Grants Office on technical reviews and funding awards.
- b) Liaison with CDC branch deputies, public health specialists, implementing/cooperating partners, technical staff and contractors to assure that projects are conducted according to the terms and conditions of the notice of award or contract and USG funds are appropriately utilized;
- c) In coordination with project officers and technical staff, review of all applications, supplemental awards requests for extensions and modifications, and funding for technical and budget soundness and advice

and recommendation to agency management on proposals.

- d) Provision of direct technical assistance to grantees, contractors and cooperative agreement partners in the development of spending and work plans for implementation of activities following awards. Monitors and reports on supported grants, cooperative agreement and contract activities (quarterly reports, continuation applications, supplemental applications and financial status reports) and collaborates with partners to ensure all appropriate programmatic activities and study protocols meet human subject requirements and pass through ethical review..
- e) Review and make recommendations regarding the provision or withholding of funds, or to discontinue an activity to contractors/grantees which fail to meet stipulated requirements. Examples include failure to provide reports in a timely manner, misuse of funds, or unauthorized purchases with program funds.

### III. Interagency Coordination

10%

The incumbent serves as a member of the Health Systems Strengthening technical working group (TWG) that proposes and coordinates interagency program components and funding levels for HIV/AIDS activities related to Human Resources for Health (HRH). Recommendations from the TWG plays a key role in the development of the overall PEPFAR program in country for HRH functions such as task shifting, public health workforce training and capacity building, and other administrative areas.

Incumbent actively participates with CDC senior management in yearly Country Operational Plan (COP) and ensures that PEPFAR management and staffing database for CDC operations, a critical part of the COP, is appropriately updated.

Job holder is a regular presenter at interagency coordination meetings and is an expert on PH administration and organization matters within the PEPFAR framework. Incumbent must explain complex, technical policy and procedures to a wide variety of internal/external clients.

The incumbent works closely with various offices in the Embassy including MO, HO, GSO, and FMO to ensure that all CDC's administrative and operational needs are met in a timely manner. JH is a key liaison with CDC headquarters human resources, contracting and administrative policy officers.

JH represents CDC at administrative and planning sessions with host government institutions and other collaborating agencies and organizations, specifically Embassy GSO and MOH/Uganda Virus Research Institute (UVRI) on operational and administrative issues related to CDC location on UVRI campus.

Incumbent will be required to perform other duties as assigned by the CDC Associate Director for Operations.

## 15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

### a. Education

Bachelor's degree in public administration, business administration, management or finance is required.

### b. Prior Work Experience

This position requires a total of **six** years of experience. Specifically: a) **five** years of progressively responsible administrative management experience in public health field or a health-related international development organization; and b) an additional **one** year of experience at the managerial level that includes direct supervision of staff.

### c. Post Entry Training

Incumbent will be required to successfully complete the Contracting Technical Officer (CTO) course or the Contracting Officer's Representative (COR) course. Also required is completion of Managing for Results, Program Budget, Acquisition and Assistance and Leadership training within the first year or as soon as funds become available.

**d. Language Proficiency: List both English and host country language(s) by level and specialization.**

Level IV (fluency – speaking/reading/writing in English) is required.

**e. Knowledge**

Good knowledge of Agency and applicable inter-agency management operations, to include financial management, human resources, procurement and contracting (including grants, contracts and/or cooperative agreement audit and accounting requirements), travel, IT, and other administrative procedures, regulations, and requirements is required. Knowledge and understanding of leadership and management strategies and models.

**f. Skills and Abilities**

The ability to assess problems and develop realistic solutions (how to plan for and administer available resources of funds, personnel and equipment in the best interest of PEPFAR program objectives) is required. Excellent inter-personal skills in order to coordinate with USG and implementing/cooperating partners to ensure mutual cooperation are required. Ability to plan budget expenditures to meet PEPFAR-program needs is required. Ability to coordinate and negotiate effectively with host government, ICASS providers and inter-agency partners is required. Intermediate user level of word processing, spreadsheets and databases is required. A facility to work with higher mathematical calculations for purposed of reporting is required.

**16. POSITION ELEMENTS**

**a. Supervision Received**

Position is directly supervised by the Deputy Director of Operations and Management

**b. Available Guidelines**

Federal Acquisition Regulations, agency specific non-operating funds disbursement and reporting regulations, agency-specific procurement regulations and requirements for developing and implementing grants, contracts and/or cooperative agreements, inter-agency regulations for human resources management of locally employed staff: PEPFAR strategic objectives and operating provisions; the Country Operational Plan (COP).

**c. Exercise of Judgment**

Position has wider latitude to manage the administrative infrastructure that supports HIV/AIDS projects and is required to constantly look for opportunities to provide such services in a more efficient and cost effective manner. This includes ability to execute management change at the administrative level

**d. Authority to Make Commitments**

Position has full authority to allocate or redeploy human and equipment resources in support of program goals. Position provides administrative assistance to implementing partners and may amend existing procedures and practices. However, no formal commitment may be made that involves HIV/AIDS funding

**e. Nature, Level and Purpose of Contacts**

Mission, inter-agency PEPFAR, and agency contacts at all levels for purposes of ensuring management services meet PEPFAR objectives. Interaction with agency Director/Chief of Party level regarding resources needed for meeting strategic management objectives. Cooperating/implementing partners at the mid to upper management level for reporting, monitoring and management control purposes, host government participating partners at the mid to upper management level for financial reporting purposes.

**f. Supervision Exercised**

Position directly supervises the following positions: Procurement Agent, Personnel Assistant, Maintenance Inspector, Motor Pool Supervisor, Secretary, Office Assistant and Receptionist. Position indirectly supervises an additional 54 positions within the management operation under incumbent's purview

**g. Time Required to Perform Full Range of Duties after Entry into the Position**

One year